

ABOUT MONO COUNTY

Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, it is a land of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground offers a complete range of amenities and activities making it an ideal place live and work. Enjoy fine shops, restaurants and cafés. Snowboard, ski or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shores of Mono Lake.

The Town of Mammoth Lakes is the most populated area of Mono County. Offices of the County Counsel are located in both Mammoth Lakes and in the County seat of Bridgeport.

Unincorporated communities include Bridgeport, June Lake, Crowley Lake, Lee Vining, Chalfant, Benton, Mono City, Hammil Valley, Swall Meadows, Sunnyslopes, Topaz, Coleville, and Walker.

Looking for a lifestyle change with a great quality of life? Mono County is a rural county that offers numerous scenic and recreational opportunities for the outdoor enthusiast. Ski Mammoth and June, fish the Sierra, enjoy living and working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

TO APPLY

Application materials should be returned to:

Office of the County Counsel
P.O. Box 2415, Mammoth Lakes, CA 93546
Telephone: (760) 924-1700
Fax: (760) 924-1701

Email: jsenior@mono.ca.gov
www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.



Photo: © Greg Newbry

THE COUNTY OF MONO



INVITES APPLICATIONS FOR

**DEPUTY COUNTY COUNSEL I,
DEPUTY COUNTY COUNSEL II,
DEPUTY COUNTY COUNSEL III or
ASSISTANT COUNTY COUNSEL**
(ONE POSITION AVAILABLE)

At-Will Position

FINAL FILING DATE:

Open Until Filled:
1st application review 1/15/2016

SALARY:

Deputy County Counsel I: \$7740/month
Deputy County Counsel II: \$8,575/month
Deputy County Counsel III: \$9,410/month
Assistant County Counsel: \$10,246/month

Equal Employment Opportunity Employer

THE POSITION

Under the general supervision of the County Counsel, this position provides a variety of professional legal services to the County. It is one of three such positions in the County Counsel's office. This position serves at the will and pleasure of the County Counsel. Typical tasks for all four classes include but are not limited to:

- Conferring with, representing, and advising County officials, boards, commissions, departments, and districts on legal matters
- Reviewing and drafting contracts, notices, ordinances, resolutions, and other legal documents
- Prosecuting and defending litigation and other proceedings by and against the County and certain public officials and agencies
- Legal research and writing
- Assisting with real property transactions

QUALIFICATIONS

Deputy County Counsel I:

- General knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- General knowledge of judicial procedures and the rules of evidence.
- General knowledge of the principles, methods, materials and practices of legal research and writing.
- Ability to research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
- Ability to analyze and appraise a variety of legal documents and instruments.
- Ability to draft legal documents such as ordinances, resolutions, and contracts.

- Ability to present statements of fact, law, and argument clearly and logically, in written and oral form.
- Ability to effectively represent the interests of the County in court and before administrative hearing bodies and tribunals.
- Ability to establish and maintain effective working relationships with County and governmental officials and general public.

Deputy County Counsel II: All of the above, plus:

- Increasing knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- Increasing knowledge of judicial procedures and the rules of evidence.
- Increasing knowledge of the principles, methods, materials and practices of legal research and writing.

Deputy County Counsel III: All of the above, plus:

- Increasing knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- Increasing knowledge of judicial procedures and the rules of evidence.
- Increasing knowledge of the principles, methods, materials and practices of legal research and writing.
- General knowledge of the principles of supervision and management.
- Together with other attorneys, ability to effectively mentor, supervise and manage non-attorney office staff.

Assistant County Counsel: All of the above, plus:

- Broader knowledge and mastery of laws governing and affecting County operations.
- Broader knowledge of principles of supervision and management.
- Together with County Counsel, ability to effectively mentor, supervise and manage office and staff.

Minimum Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

All Three Classes: Graduation from an accredited school of law.

Deputy County Counsel I: Up to two (2) years experience in the practice of law.

Deputy County Counsel II: Two (2) years experience in the practice of public law comparable to that of a Deputy County Counsel I with Mono County.

Deputy County Counsel III: Two (2) years of experience in the practice of public law comparable to that of a Deputy County Counsel II with Mono County.

Assistant County Counsel: Three (3) years of experience in the practice of public law comparable to that of a Deputy County Counsel III with Mono County.

Special Requirements: Active membership in the State Bar of California. Possession of, or ability to obtain, a valid California driver's license.

Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and two writing samples as part of the application: one sample demonstrating legal advice (such as an opinion or memo) and one sample demonstrating legal advocacy (such as a litigation memorandum of points and authorities). In addition, submit a cover letter answering the question: Why do you want to work for County Counsel in Mono County?

PHASE 2: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.